

EKATERINA DOVJENKO

9168 143 A Street, Surrey, BC, V3V 7T6

Home Phone: (604) 588-0276

Cell: (604) 928-3364

E-mail: e.dovjenko@gmail.com

PROFILE

Outgoing UBC commerce student with high **academic** achievement, **community** involvement, and the ability to **serve, work** and **lead** others. Enthusiastic, detail-oriented and a **positive** team member with strong communication and organizational skills. Strong interest in **international business** and economic **development**. Fluent in French, and conversational Spanish and Russian.

EDUCATION

The University of British Columbia

Vancouver, BC

Completion May 2012

Third Year student; Sauder School of Business

Major: Finance and International Business, International Relations, Commerce Scholar

WORK EXPERIENCE

Alma Mater Society, University of British

Vancouver, BC

Chair, Business and Facilities Committee

- Responsible for directing, scheduling and chairing the committee, delegating tasks and bringing in motions to Council

Sauder School of Business, University of British Columbia

Vancouver, BC

2009 to Current

Teaching Assistant

- Taught Commerce 290 excel labs to two classes on a weekly basis as well as assisted with marking
- Answered questions related to the course and effectively explained concepts

Service Canada Centre for Youth, Government of Canada

Surrey, BC

2009 to Current

Youth Service Officer (Marketing and Media Lead)

- Assisted youth (ages 15-30) with resume and cover letter building and interview skills development at a government youth employment office
- Cold-called employers and persuaded them to post on the www.jobbank.gc.ca database. Posted well over 1500 new student jobs during the course of the summer
- Presented approximately 50 career development workshops for grade 10 students in high schools across Surrey/White Rock as well as individually coached 4 to 5 walk-ins daily
- Increased flyer efficiency by using technology for the purpose of marketing government youth services to a target market of 16,000 grade ten to twelve students in the Surrey/White Rock area
- Organized successful Career Fair which attracted 30 different employers, local media, and 2000 students at SFU Surrey

VOLUNTEER EXPERIENCE

Commerce Undergraduate Society, University of British Columbia

Vancouver, BC

2009 to Current

Representative to the Alma Mater Society

- Represented commerce students as a voting member of the Alma Mater Society Student Council; attended bi-weekly council meetings and weekly committee meetings
- Determined federal and provincial lobbying priorities as a member of the External Policy Committee, initiated a review of wages of appointed employees as a member of the Appointments Review Committee
- Reported to the Commerce Undergraduate Society and its members through online and print mediums

Sororities of UBC Panhellenic Council

Vancouver, BC

2008 to 2009

Scholarship Chair

- Maintained the academic integrity of all sorority women through setting academic goals and event programming
- Conducted research into methods on how to improve study skills and consequently class grades